

# GUIDE TO ALTERATIONS AND WORKS LONDON UNDERGROUND TENANTED PREMISES



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London Underground seeks to improve its premises, such as retail trading units, to the mutual benefit of LUL, its tenants and the travelling public.

Due to the nature of the London Underground, caution is required when undertaking construction works. This guide identifies the procedures to be followed to ensure appropriate safe controls are applied to works, according to the type and location of premises.

*Note that 'Works' includes refit, fit-out, alterations and works, whether minor or major.*

<i>Cover (This Page)</i>	<i>1 page</i>
<i>Overview and requirements</i>	<i>6 pages</i>
<i>Process for fit out, Works or alteration</i>	<i>4 pages</i>
<i>Reference / Detailed information</i>	<i>20 pages</i>
<i>Forms</i>	<i>4+1 pages</i>

## **1 SUMMARY OF KEY REQUIREMENTS**

### **1.1 USE OF CONTRACTORS / SHOPFITTERS**

It is a requirement of LUL that approved Contracting Organisations are used and that individuals have been fully trained to meet statutory and LUL requirements - refer to Appendix A or B.

- No intrusive works, including any form of drilling, will be undertaken on any Floor, Wall or Ceiling unless a full Electrical Detection Survey has been completed to trace Services (Electrical, Gas, Water or Compressed Air systems). Survey drawings showing results to be issued to GP&F before approvals of work is given.
- No Contracting organisation will be permitted to work on LUL premises without being accredited by TfL Property as an "Approved Contractor"
- No Contractors' staff, including shopfitters are permitted to work on LUL premises unless they have undertaken formal safety induction training and been issued with a registered entry permit with photograph.
- No Works will be undertaken without authorisation and without a designated Site Person In Charge (SPC) to control the Works
- No works will be undertaken without the production, as minimum, of a Type 2 Asbestos Survey report.

### **1.2 UNAUTHORISED WORKS**

All Works must be authorised before commencement, even minor Works and equipment installation. Unauthorised Works may result in forfeiture of the lease plus recovery of all costs.

### **1.3 WORKS AUTHORISATION PROCESS**

All Works must be approved by TfL Property.

The approval process commences with the completion and submission of an TfL Property Premises Change Request form (Appendix G).

For All Works, the approval process includes rigorous examination of the proposed designs, materials and use against LUL Standards and Building Regulations, and examination of the methods and programme of construction and installation. All Works on stations premises must be conducted in accordance with the LUL QUENSH conditions.

Certain Works may be classed as "minor" and may be approved by TfL Property through an accelerated process. Other works require a 'Licence to Work', which is required under the terms of LUL Consent

The accelerated process, applicable to minor Works, is most likely to occur at premises remote from the operational railway and minor equipment installations. Early discussion with the TfL Property Building Surveyor is recommended to clarify each particular situation.

### **1.4 TRADING FROM UNITS NEWLY ALTERED/ACQUIRED**

Written approval is required from TfL Property as agents for the Landlord (LUL), before trading can commence in any industrial, retail or other business premises that has been recently let, acquired or refitted. This approval usually takes the form of a lease and approval to trade. In addition, if alterations are required to the premises, a further written approval is required covering design, fire safety, building integrity and other aspects, which will take the form of a 'licence'.

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**List of abbreviations and definitions**

LA	Local Authority
GP&F	Group Property and Facilities
TfL Property	Transport for London Group Property and Facilities Directorate
LFEPa	London Fire and Emergency Planning Authority
LUFSU	London Underground Fire Safety Unit
QUENSH	Quality, Environment Safety & Health (contract QUENSH Conditions)
SPC	Site Person In Charge

Works means: Works, refit, fit-out and/or alterations.

## **2 PURPOSE OF THIS FIT OUT GUIDE**

This guide describes the process and provides guidance and assistance for tenants and applicants wishing to undertake alterations, fit out or construction Works within LUL commercial premises.

The key objective is to ensure that safety standards are maintained and there is no degradation of LUL operational and commercial assets.

This guide aims to assist tenants and applicants to seek cost effective and compliant solutions through the use of approved and competent contractors, designers and shopfitters.

Key requirements are summarised within the front cover statement and section 1.

## **3 SCOPE**

This guide relates to all premises owned by LUL and let on a commercial basis. Properties are located both within the underground transport network, principally on or adjoining stations and remote from the network. They include retail, commercial, residential, industrial and arch premises.

This guide covers:

- All design, materials specification, construction, fit out and appliance installation that a tenant or licensee may wish to undertake including those (s)he may undertake for the Landlord. This includes introduction of any new materials such as a replacement bar counter and possibly electrical equipment such as a chiller unit.
- Change of use of premises (eg from coffee shop to goods store).
- Works involving advertising, signage and decoration.

Design and materials specifications are governed, on railway premises, by Railway Safety, Fire Regulations, LUL Standards and Construction Standards, and both on station and remote from the railway by Building Regulations. There may also be heritage requirements.

Construction activities and methods are governed by statute and LUL QUENSH requirements on the railway and by statute when remote from the railway.

## 4 THE VARIOUS REQUIREMENTS

### 4.1 TfL Property – Management of the Estate

TfL Property acts as managing agent for LUL premises, which comprise many types of property to be found in the Greater London area. TfL Property is tasked with:

- securing best value from these buildings or assets
- maintaining and improving the buildings (and so maintaining asset value)
- controlling works to ensure compliance with property law by tenants and others
- controlling works to ensure the safety and integrity of the railway.

LUL operates its own controls for works in stations and on the railway including third party works, to ensure the integrity of the railway where there is change to:

- Architecture
- Engineering
- Building Fabric
- Operation
- Use of premises
- Fixtures and fittings
- Signage
- Decorations

LUL imposes further requirements due to the nature of its Transport Undertaking which include

- Good Working Practice
- QUENSH conditions of contract
- LUL Standards on materials, design, workmanship etc.
- Conduct of personnel, Operational and access requirements

Principal statutes with which proposed works need to comply include, but are not limited to:

- The Building Regulations
- The Town & Country Planning Acts
- Public Health Acts
- British Standards
- Listed Building Acts
- Disability Discrimination Act
- Construction Design and Management Regulations (CDM)
- Fire Precautions Act
- Electricity Regulations
- Pressure equipment regulations
- Asbestos at Work Regulations

The TfL Property Building Surveyor will assist with advice on particular requirements. These will depend on the nature of the premises, the works proposed their location and other factors.

It is the tenant's absolute duty to ensure compliance with all necessary legislation and LUL requirements in connection with planned and executed works. However TfL Property will, where practicable, support and act in the interest of the tenant throughout the design and Works approval process.

*The next page contains a summary of the various approvals bodies for Works in different locational situations.*

#### 4.2 LUL approvals summary

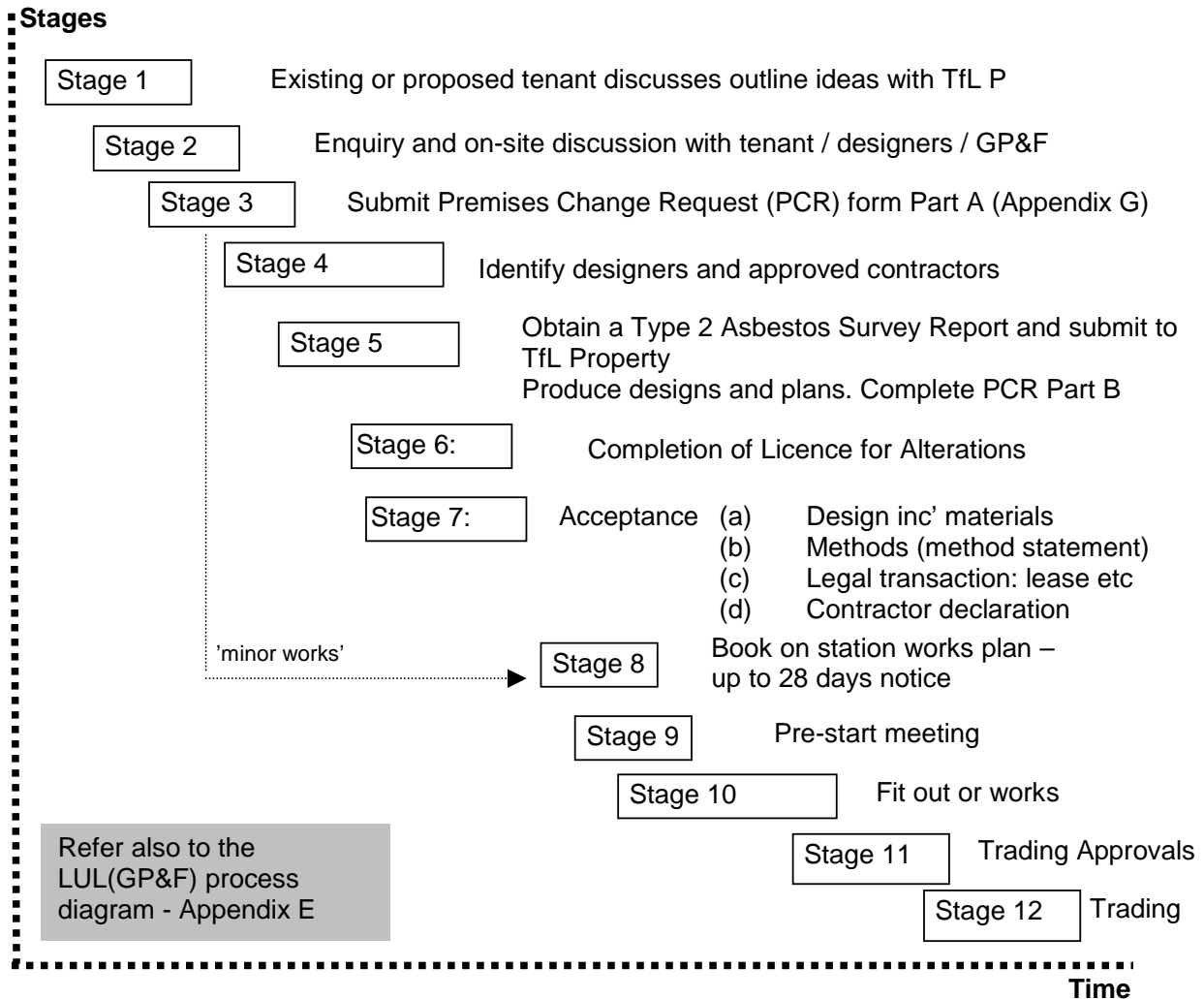
Approvals	Within station complex	Sub Surface stations (sub surface stations)	Separate from Station (see note)	Historic Building	Railway Arches
<b>Design Approval</b> Including Works Licence, <b>Materials Approval</b>	Apply to Infraco BCG through TfL P (BCG process can take 6 weeks or more)	Apply to Infraco BCG through TfL P (BCG process can take 6 weeks or more)	Tenant asks TfL P AND Local Authority for Building Regs approval	Local Authority and LUL via TfL P	Tenant asks TfL P AND Local Authority for Building Regs approval
<b>Fire authority acceptance</b>  <i>Not required if no change to fire risk</i>	Apply to TfL P	Apply to TfL P	Tenant and / or TfL P agree works plan with (local) Fire Authority	None specific though a particular building may have special protection	TfL P assess: (1) for usage of arches eg storage/workshop (2) for materials used and for construction methods used
<b>Listed building consent</b>	Tenant submits to Local Authority via TfL P	Tenant submits to Local Authority via TfL P	Tenant submits to Local Authority via TfL P	Tenant submits to Local Authority via TfL P)	
<b>Contractor approval By LUL and LUL(GP&amp;F)</b>	Contractors used for design or construction are required to be trained and shown to be competent by TfL P. (1) Safety Induction training and entry permit for all operatives (2) trained SPiC (3) QUENSH training for management and supervisory staff (4) supplier QUENSH assessment (5) supplier assurance declaration				
<b>Work Plan and Method Statement</b>	TfL P assess and give written response	TfL P assess and give written response	TfL P assess / advise purely as landlord	<i>No specific need (may be part of design package)</i>	TfL P to assess and advise
<b>Final approvals (when works complete)</b>	TfL P (who will call in appropriate bodies)	TfL P (who will call in appropriate bodies)	(1) LUL as landlord (2) LA etc as above	English Heritage via TfL P	TfL Property

The LUL Premises change request (Appendix G) is required for each application for Works or change or alteration.

- **Many approvals will not be needed if the change or the risk involved in the change is very small. The understanding of what is ‘very small’ needs to be clarified and agreed for each case through discussion between TfL Property and the tenant or applicant. Refer also to the Premises Change Request in Appendix G**
- *Separate from Station* applies to shops with a street frontage but deemed to be separate from the station and railway
- Historic (Listed) stations are identified in appendix C.

## 5 THE REFIT (or Alteration) PROCESS - STAGE BY STAGE

### 5.1 Summary of Stages



#### 5.1.1 Stage 1 – Discuss ideas - informal discussions

Discuss outline ideas with the TfL Property Surveyor who will advise on the completion of the Premises Change Request form and whether the proposals constitute “minor Works”.

#### 5.1.2 Stage 2 – Enquiries and on-site discussions on feasibility and complete Premises Change Request

TfL Property represents London Underground’s Commercial Property. Joint discussions should be held between the applicant and his chosen designer / contractor / consultant (see Appendix A or B) at the earliest opportunity to determine the key requirements for the premises in question.

Clarification enquiries regarding proposed Works should be directed to the designated TfL Property Building Surveyor.

### 5.1.3 **Stage 3** – Submit Premises Change Request

The change request form (appendix G) must be submitted for all proposed changes, upgrades, new work etc. The submitted form enables the surveyor to assess the change and determine the applicable requirements and whether the accelerated “minor Works” process is applicable. TfL Property *may involve other specialists or regulators in this process.*

5.1.4 **Stage 4** – Identify designers and approved contractors. All contractor staff must have specific LUL training –Supplier Induction, SPiC & Fire Training as a minimum.

To meet safety and related requirements, it is a requirement that Works are carried out by approved contractors that are listed in Appendix A or B.

There is no absolute need to use approved companies for design work but designers that do not fully understand TfL Property needs are likely to cause delays and increased costs.

Unapproved contractors may apply to the TfL Property Technical Services section for assessment.

### 5.1.5 **Stage 5** – Produce design proposals and plans

Design, materials specifications, written explanations and plans shall be of sufficient detail for TfL Property to gain a proper understanding of the proposals. The number of copies that must be provided to TfL Property to examine the proposals for acceptance will depend on the proposal complexity up to a maximum of six. Further details on requirements can be found in section 6.

### 5.1.6 **Stage 6** – Licence for Alterations

A Formal licence application must be completed and between the tenant and LUL, or it's representatives, prior to the commencement of any works. The licence will contain approved plans and specifications, showing the works approved in detail, together with the legal terms and conditions upon which LUL consent to the works being carried out.

### 5.1.7 **Stage 7** – Acceptances required before work can start

Applications for Works will need to be considered and formally accepted by specialists within TfL Property Premises Change Requests are made to TfL Property that in turn manage the acceptance process, or advise otherwise. *Note that the design approval (including materials) may be undertaken separately and in advance of the Works approval but a single application covering all aspects may save time.*

TfL Property will notify applicants in writing of design approval in principle, or if additional information is required. This may be conditional upon certain items, which must be satisfied prior to completion of the Works and operation of the premises.

Subsequent alterations to the proposal identified or necessitated during development of the project must be notified to the TfL Property with revised drawings and supporting calculations and specifications. Revisions shall be clearly and distinctively marked on each drawing or document.

TfL Property need to satisfy themselves relating to:

- The design (TfL Property provide approval in principle)
- Asbestos Survey and possible permits to work
- The method statement (TfL Property declare it has no objection to proceed)
- The legal transaction with the tenant (TfL Property lease signed by both parties and change drawings included in the lease)
- The contractor declaration lodged with TfL Property (it covers the work requirements).

When this stage is complete, the tenant should request a pre-start meeting, by contacting the TfL Property Building Surveyor.

#### 5.1.8 **Stage 8** – Book on station works plan

The station management have authority over all activity within the station in question. Work cannot start and will be delayed unless or until the station allows the work. Work may depend on other activities so an early agreement of start and finish dates is prudent and best organised by TfL Property. Minimum of 2 weeks notice.

#### 5.1.9 **Stage 9** – Pre-start meeting

This is seen as a key step in the safe working regime when key parties agree what work is to be done, how it is to be done, by whom and whether any extra safety or compliance controls are appropriate. Pre start meeting can happen at any time.

#### 5.1.10 **Stage 10** – Fit Out or Works

**No Works can commence on site until written agreement has been received from TfL Property and a pre-start meeting has been held. Refer stages 6 to 9**

The tenant is fully responsible for the safe operation of the Works site, the operatives and quality of the work as well as any damage caused to the LUL assets as a result of the Works.

TfL Property reserves the right to enter the tenant's site and monitor Works against the details of the statutory consents and Method Statements. This applies especially to "Sub Surface" station areas and includes reference to materials used within such locations.

TfL Property reserves the right to stop the tenant's Works where:

- Public or staff safety is at risk
- There is a breach of the LUL regulations
- Works are being carried out that threaten the building / asset

#### 5.1.11 **Stage 11** – Approvals

When the tenant Works are complete a TfL Property inspection will be held that may require attendance by:

- The tenant or tenant's representative
- The Works contractor
- Others as requested by TfL Property

The purpose of the meeting is to:

- Confirm the conditions of the Works have been met
- Confirm that required test certificates are available. These may include but not necessarily be limited to:
  - Electrical Test Certificate
  - Fire Alarm Test Certificate
  - Drainage Test Certificate
  - Water Test Certificate
  - Other specified TfL Property Approvals
  - Asbestos Survey requirements (Type 2 or 3)
- Receive 3 copies of 'As built' drawings and data as paper copies (and for large developments only, 1 copy on CD Rom in AutoCAD 2000i format)

Required certificates will have been defined in the design and agreed at the pre-start meeting

- Where TfL Property are to maintain any part of the tenant Works or the tenant has carried out work for TfL Property the Works shall be handed back to TfL Property in accordance with the handover / handback arrangements confirmed at the pre-start meeting

Formal approval to trade will only be given by TfL Property when the above aspects are deemed satisfactory and staff training identified in stage 11 has been completed. Normally the formal approval will be the final signature on the *Approval to trade (site log)* that has till this point been kept at the premises and has received signatures from key TfL Property surveyors and assessors.

#### 5.1.12 **Stage 12** - Trading

Retailers should be aware that their staff will need essential Fire Safety Training and this should be arranged through the Group Station Manager prior to the retail unit opening for trade. This aspect of retail trading is not managed or overseen by TfL Property and is a 'station matter'.

#### 5.1.13 **Changes** at the premises or to the arrangements

Once a design, materials and methods of construction have been agreed, no change is permitted without further approval. Significant changes will need to be re-submitted for re-assessment.

In the event that maintenance or further change is undertaken in contravention of the provisions of the tenants lease, LUL may terminate leases and recover costs from the tenant.

## 6 THE REQUIREMENTS IN GREATER DETAIL

The overall requirements are identified in section 3 but are given some explanation here for the benefit of contractors and tenants.

### 6.1 Building Regulations

LUL is required to comply with the Building Regulations in all situations.

Building regulations are prescriptive standards of construction which cover:

- Structures
- Fire Safety
- Site Preparation
- Toxic Substances
- Sound
- Ventilation
- Hygiene
- Drainage
- Heat Appliances
- Stairs, Ramps
- Disabled persons access
- Glazing
- Asbestos

Materials are closely controlled by TfL Property to ensure that fire safety risks are minimised.

These are minimum requirements. For properties within the Railway Operational boundary, LUL Standards also apply. These are usually more onerous than the Building Regulations.

Approval against Building Regulations is required in all cases, but the location of the Works determines the application route. LUL is exempt from the Local Authority Building Regulation

approval process for all parts of the estate within the boundary of the Operational Railway (such as station premises). Thus LUL will check conformance with regulations. Premises that are remote from stations require a separate application to the Local Authority (LA).

To determine the appropriate process, consult table in 4.2 in the first instance. Discuss the case with the Building Surveyor to determine the correct application is made.

## **6.2 Planning Consents**

Alteration of premises and changes in use require planning consent in the UK. LUL has a level of delegated powers in relation to Planning Consents, which avoid the need for an application in certain circumstances. These delegated powers normally encompass retail premises that open onto stations. Consult the TfL Property Building Surveyor to determine planning requirements.

## **6.3 Listed Building Consents (alterations to listed buildings)**

Planning powers confer upon LAs the ability to preserve or “list” historic or architecturally interesting structures under planning regulations. The effect of these controls is to ensure that alterations to the listed (defined) parts of the structure will not be permitted without close scrutiny. A schedule of listed structures on the LUL estate is shown in Appendix C. Applicants need to determine if the proposed work affects the particular part of the building that is listed.

Where Works are contemplated at a 'listed' station, applicants can seek advice from the TfL Property Building Surveyor who can arrange to supply further information and direct applicants to historic drawings, photographic records and archive material of its stations. A charge will normally be levied for access to archive information.

The need to obtain listed building consent from the LA may extend to retail units (including internal Works), which are situated inside listed stations. Unauthorised work of any type on listed buildings can incur heavy penalties.

## **6.4 Services Detection Survey**

A full Services Detection Survey will be carried out any Floor, Wall or Ceiling that alterations and drilling or other intrusive works are due to be carried out on. This to search for and locate, any cables or pipe work services that may be contained within the structure to be worked on. Survey drawings are to be submitted to GP&F before commencement/approval of the works.

## **6.5 Fire protection - Retail Units in London Underground Stations - Fire Safety of Materials.**

### **Introduction**

Safety is of paramount importance to London Underground Ltd. Our railway stations are a working environment that is very safe, Staff who work in the stations, whether employed by LUL, contractors or tenants, have a legal responsibility to help maintain that safe condition. They achieve this by co-operating with each other on safety issues and by ensuring that their activities do not unacceptably compromise the safety of their staff, the staff of other companies in their environment or the safety of our passengers.

Fire safety is one of the key issues that influence safety in our stations. London Underground have many systems in place to manage fire safety – safe systems of work, standards and procedures as well as the more obvious physical engineering such as fire detection, suppression, fire alarms and fire resisting compartmentation.

One of our most powerful weapons against the hazard represented by fire is strict control over the fire performance of the materials from which our stations and associated facilities are constructed and the materials/items that are stored or fitted in the stations. This applies particularly in areas to

which the public have access. Retail facilities are areas where the public and significant quantities of combustible materials are almost unavoidably brought together. The consequence of this is that we need to be particularly vigilant regarding the fire properties of materials installed in these units, and the materials from which the unit is constructed.

This sheet gives guidance on the issues surrounding materials fire safety to those who are responsible for fitting out and managing retail units associated with London Underground stations. It applies to both surface and sub-surface stations, although the control over materials fire safety will be considerably stricter in the latter environment.

#### 6.5.1 Tenants responsibilities

These will be defined, in part, in the relevant lease, but there are legal responsibilities that apply across the board. Relevant legislation includes:

- For sub-surface railway stations, the Fire Precautions (Sub-Surface Railway Stations) Regulations – commonly referred to as the ‘Sub Surface’ Regulations;
- The Fire Precautions Act – applies to some surface stations that are ‘fire certificated’.
- The Fire Precautions (Workplace) Regulations – applies to all retail units;
- The Health and Safety at Work Act (HASAWA);
- The Management of Health and Safety at Work Regulations.
- Completion before trading a Fire Risk Assessment as required by the

The general consequence of all these items of legislation is that the employer has responsibility for safety in the workplace (or part of a workplace) under their control. The method of ensuring safety is both by compliance with prescriptive requirements and by risk assessment, for which the employer is responsible. Where they share the workplace with other employers, they have a statutory duty to co-operate with each other. Staff must be adequately trained in safety and have a legal responsibility to work in a safe manner and not to interfere with or misuse safety equipment.

The Fire Authority and London Underground perform regular checks to ensure that staff and tenants are complying with the relevant legislation. There can be criminal penalties for non-compliance.

*For the first two items above, either TfL’s Group Property & Facilities Directorate (GP&F) or the managers in your station will be able to advise whether the station is surface, sub-surface or certificated and whether your retail unit is included in the relevant legislation. If you currently do not know, you should find this out as soon as possible.*

#### 6.5.2 Materials and Fire Safety –

##### 6.5.2.1 Sub-surface Stations

These Regulations were implemented after the King’s Cross fire in 1987, where 31 people died as a result of a fire that started underneath an escalator. They apply to sub-surface stations (which may include stations constructed near ground level, depending upon the extent of coverage of the platforms).

The Regulations place strict legal requirements on the fire safety of materials used in the construction and fitting-out of stations that come within their scope. To ensure that this is complied with LUL have issued a mandatory Engineering Standard – 2-01001-002; “Fire Safety Performance of Materials” and the Manual of Good Practice 5-01001-003 that lays down performance standards for acceptable materials. Anyone who installs any item in these stations should be able to demonstrate that the materials from which it is constructed are in compliance with this standard if at all possible. Examples of compliant materials would include:

- All metals (unpainted or coated with selected finishes);
- Glass (without surface-applied films);

Where compatible with the function of the relevant item, non-combustible materials should be used if at all possible. For example on refrigerators – glass/metal doors should be used instead of transparent plastic. Electrical equipment should have steel, rather than plastic cases. Counters and tables should be metal or glass, rather than timber or plastic. Shelving and racking should be metal with an approved coating. Carpet should not be used as a floor covering.

The performance requirements in the relevant LU standard can be complex to interpret; additional guidance can be obtained from TfL's Group Property & Facilities as to what materials/components may be acceptable.

It is recognised that, in some cases, obtaining fully compliant equipment or materials may be impracticable. In this case London Underground can specifically consider acceptance of the use of non-compliant items. This is implemented by means of a 'waiver application' against the standard – the process is briefly explained in Section 4 of this note.

In addition to the above, some activities are unlikely to be permitted in sub-surface retail units. Examples include frying, whether deep or shallow; sale of lighter fluid or butane aerosols; shoe repair using solvent-based adhesives. This is not an exhaustive list – if in doubt, check.

## **6.6 Non-sub surface stations**

Materials with a wider range of fire performance can be tolerated in stations that are not in a sub-surface environment. That is not to say that all materials are acceptable – premises may be subject to Building Regulations and the Fire Precautions (Workplace) Regulations demand that a fire risk assessment is performed to ensure that all risks of fire are addressed adequately. This will involve a review of whether the appropriate materials are in use and, if their substitution with materials of better fire performance would result in a significant enhancement of fire safety, this should be considered.

The LU standard on fire safety of materials is not necessarily specific to sub-surface stations; it also applies *"in all other locations where risks from flammability, smoke or toxic fumes are not controlled to a level as low as is reasonably practicable by other means"*.

However, in most surface locations, where units are separated from the station, with appropriate management it should prove practicable to maintain adequate fire safety without resorting to the strict materials requirements of this standard.

### **6.6.1 Waivers**

The 'Waiver' process is the means by which LUL controls the installation of materials/components/equipment that do not comply with the Standard in locations to which it applies.

The application for a waiver must describe why it is necessary to use the non-compliant items and must contain enough additional detail to allow the reviewer to determine what risk is associated with its installation and use. This may include:

- Manufacturer's technical data sheets;
- COSHH (Control of Substances Hazardous to Health) data sheets;
- Fire test data (even if the material does not meet the performance levels required in the standard, it is often helpful to know by what extent it has failed);
- Drawings and/or method statements for the installation;
- Component lists;
- For small items, samples

LUL must be assured that the proposal maintains fire risks as low as reasonably practicable (ALARP). The LUL Chief Engineer's Directorate will review the application and will determine if they accept that it supports the proposal or whether the proposal is rejected. Work cannot proceed unless a waiver is granted and, in case of rejection it is the applicant's responsibility to ensure that

the relevant work does not proceed. In this case the applicant will often receive guidance on what alternative approaches may be appropriate.

Waiver applications will usually be submitted via TfLs Group Property who can give guidance upon what information is required and can facilitate the drafting of the application. Tenants are therefore advised to consult with them as early as possible, as work cannot proceed until the waiver application has been accepted. If uncontrolled installations are carried out, LUL may require that they are subject to immediate removal or, if safety is unacceptably compromised, the relevant premises can be closed indefinitely.

#### 6.6.2 Maintenance

It is important that compliance with the standards and/or the conditions of the waiver is maintained throughout the life of the unit. New equipment should not be installed in Sub Surface stations without checking whether it complies; if it does not, a waiver application must be submitted. If redecorating, it must be checked that the paints and/or wall and ceiling coverings are compliant.

If equipment is damaged, revealing combustible materials then it must be repaired or replaced as soon as practicable.

Occupants of the units must not interfere with the fire safety equipment provided (e.g. misuse of extinguishers; painting sprinkler heads) and must not disable smoke detectors or obstruct sprinkler heads (e.g. with shelving, racks, piles of stock etc).

#### 6.6.3 Summary

London Underground place great emphasis on the maintenance of our high standards of fire safety in all its premises, including stations. There are strict fire performance requirements for the materials and equipment that are used to construct and equip our sub-surface stations, which must be complied with if at all practicable. It is recognised that the installation of non-compliant equipment or materials may sometimes be appropriate, provided that adequate fire safety is maintained. The mechanism for controlling this is the granting of a 'Waiver' by LUL, on the basis of technical data submitted by the applicant. Non-compliant items must not be installed in retail units within sub-surface stations unless a waiver has been granted.

#### 6.6.4 Sources of information / guidance

Additional advice and guidance on all aspects concerning the maintenance of adequate fire safety in LUL retail premises can be obtained from the following places:

- TfL's Group Property & Facilities Directorate;
- The LUL Fire Safety Unit (based at LUL headquarters, 55 Broadway);
- The Building Control Group of the Infrastructure Company (InfraCo);
- Fire Safety – an Employer's Guide (issued by the Government's Health & Safety Executive & available for free download via their website).

#### Currently applicable LUL or Infraco standards:

<b>LUL Standard 2-01001-002:</b>	Fire Safety Performance Of Materials
<b>LUL Standard E1008:</b>	New or Altered Assets – Approvals Prior to Bringing into use
<b>LUL Standard P2030:</b>	Prevention Of Fire Spread From Non LUL Properties Into Adjacent LUL Station Areas
<b>LUL Standard 2-01105-006</b>	Low Voltage Electrical Installations
<b>LUL Standard 2-05107-504</b>	Operational Assurance for Engineering Works

<b>Infraco Standard P1017</b>	Application for New or Modified Power or Compressed Air Loads or Circuits
<b>Reference Manual Document Sa110:</b>	Station Tenants and Public Facilities
<b>Reference Manual Document Bb223:</b>	Fire Safety Training for LUL Staff and Contractors
<b>Reference Manual Document Bb001:</b>	Fire Precautions Guidance Document
<b>LUL Standard 2-03032-009</b>	Presentation of Retail Outlets

## 6.7 Sub Surface stations

*Sub Surface* refers to the Fire Precautions (sub surface) Regulations which enacts the Fire Precautions 1971 and the Fire Precautions (Workplace) Regulations. The Regulations specify fire precaution, detection and suppression measures for sub-surface stations where the fire risk is higher than surface level stations. Sub-surface stations are those with a substantial proportion of public area below normal ground level.

A list of *Sub Surface* Stations is given in Appendix D

### 6.7.1 Materials and equipment on Sub surface stations

Sub surface stations require a higher standard of material and equipment specification than that normally required by Fire Regulations or Building Regulations. Approved contractors are aware of materials requirements for stations premises.

### 6.7.2 Construction and fitting out Works on Sub Surface stations

All Works on sub surface stations are governed by safety regulations, which are more onerous than usual precautions. Strict controls exist for:

- Asbestos
- Flammable or combustible materials
- Tools and equipment
- Hot works (any work involving a naked flame)
- Hoardings to separate the work from the public
- Storage
- Voltage and power loading for tools/equipment
- Training

## 6.8 LUL Railway Safety Case

By law, LUL is obliged to maintain and comply with its Safety Case. All the rules and requirements stated here form part of the Safety Case and a breach of these requirements will place LUL in breach of the law.

Her majesty's Railway Inspectorate regulates the railway and Inspectors have the right to enter any premises to inspect conditions. The powers of the Railway Inspectors are greater than those of regular HSE inspectors.

## 6.9 Construction Design & Management (CDM) Regulations

It will be the duty of a tenant or other entity sponsoring construction works to comply with the full provisions of the CDM regulations. LUL and TfL Property does not undertake any CDM duties for Tenant sponsored works, but reserves the right to examine tenants CDM arrangements.

## **6.10 Passes**

Each and every site person must carry an entry permit at all times and must not attempt to work without one. Permits can be obtained from TfL Property following completion of the LUL Safety Induction Course and submission of a passport sized photograph with the applicants name and National Insurance number printed clearly on the back.

## **6.11 Planning, risk assessment and method statements**

Written Risk Assessments (including risks to the LUL railway, customers and staff) must be completed before works commence. Risk controls shall be identified and incorporated in Method Statements.

A programme of works including a Health and Safety Method Statement (as defined in QUENSH Conditions which is provided to approved contractors) must be submitted to the TfL Property Building Surveyor prior to the pre-start meeting.

The Method Statement is to include a safe system of working covering regulations and requirements as given in QUENSH Conditions (eg materials storage, COSHH, hard hats, masks, goggles, steel toe-caps, local fire protection, portable fire fighting equipment and site staff briefings).

Method Statements shall be communicated to the Contractors workforce. Any changes to work method must be re-assessed.

On completion of works, a revised Fire Safety Risk Assessment must be completed by the tenant in compliance with the Fire Safety Reform Regulations.

## **6.12 Disability Discrimination Act (DDA)**

All new tenant works are required to comply with the provisions/requirements of the DDA. This includes areas inside the premises, the premise envelope and any associated tenant commissioned works beyond. It is the duty of the tenant to ensure compliance with the DDA with respect to works planned and executed by the tenant or his/her contractor.

## **7. Notes on costs**

A charge towards the cost of examining proposals will be levied on the tenant or applicant. This will go towards meeting the fee costs of Engineers, Architects and Fire Safety specialists who are engaged to consider proposals for any works. Should an application be rejected (which shall not unreasonably be the case) a new application and fee will be required. Certain minor changes may not incur any charge, at the discretion of the Surveyor.

The tenant will be required to meet all LUL costs in relation to both consultancy work and contractors works to LUL Fire Protection or other installed Systems. If detailed cost estimates are required prior to commencement of works these should be requested from TfL Property.

The costs of any Fire or other Systems Works to be carried out by London Underground Limited (eg changes to sprinkler, smoke detection and public address systems) must be included when assessing the total cost of the Works. Outline costs can be obtained from the TfL Property Building Surveyor.

## APPENDIX A - REFIT DESIGNERS/CONSULTANTS 2006

*London Underground Limited is seeking to improve passenger safety through strict control of design and materials used in refits of all premises. Prospective tenants are required to employ TfI Property approved designers who have undertaken LUL training courses and who have demonstrated the ability to comply with rail safety requirements. The following is a list of consultants who have undertaken work to LUL's standards and are familiar with their requirements.*

*TfI Property can give no guarantee or warranty regarding the future performance or acceptability of those listed.*

<p><b>A3 Joinery Ltd</b>  <b>Mr Ken McEwen</b>          18 Canada Way          Bordon          Hants          GU35 0JT</p>	<p>Tel: 01420 476700          Fax: 01420 479934          Mobile: 07836 664495          Email: ken@mcewen.fsnet.co.uk</p>
<p><b>K B Design Consultants</b>          83 Marion Crescent          Maidstone          Kent ME15 7EH</p>	<p>Contact: Mr K Buchan          Tel: 01622-664555          Fax: 01622-664777</p>
<p><b>USP Interstore</b>          Crossways Yard          Nettleden          Hemel Hempstead          Herts HP1 3DQ</p>	<p>Contact: Mark Cannon          Mobile: 07771 711787          Tel: 01442-863762          Fax: 01442 877140</p>
<p><b>A K Contracts</b>          Mr Felix Armand          82 Nelson Road          Leigh on Sea          Essex          SS9 3HU</p>	<p>Tel: 01268 511856          Mobile: 07930 610611          Email: felix.armand@btinternet.com</p>
<p><b>Harcroft Consulting</b>          22 Chipstead Station Parade          Lower Ground Floor          Chipstead Coulsdon          Surrey CR5 3TE</p>	<p>Contact: Peter Purvis          Mobile: 07766 545 109 / 07795 060476          Tel: 01737 550080          Fax: 01737 558117</p>
<p><b>Retail Stores Solutions</b>          7 Darcy Road          Ashstead          Surrey KT21 1SL</p>	<p>Contact Mr Roy Seamans          Tel: 01372 272707          Fax: 01372 272896          Mob: 07850 517258</p>
<p><b>Space Retail Design Ltd</b>          34 Portnalls Rise          Coulsdon          Surrey CR5 3DA</p>	<p>Ms Leah Smith          Mobile: 07788 952842          Email – <a href="mailto:spaceretail@aol.com">spaceretail@aol.com</a></p>

## 9. APPENDIX B

### POTENTIAL APPROVED REFIT CONTRACTORS 2004

<p><b>Act Now Construction Ltd</b> The Designworks Unit 57 S Park Parade Harlesden NW10 4HT</p>	<p>Tel: 020 8838 1700 Fax: 020 8963 0964 Mob: 07801 699 696 07740 151 672</p>
<p><b>A K Contracts</b> Mr Felix Armand 82 Nelson Road Leigh on Sea Essex SS9 3HU</p>	<p>Tel: 01268 511856 Mob: 07930 610611 Email: felix.armand@btinternet.com</p>
<p><b>A3 Contracts (UK) Ltd</b> <b>Mr Ken McEwen</b> <b>18 Canada Way</b> <b>Bordon</b> <b>Hants</b> <b>GU35 0JT</b></p>	<p>Tel: 01420 476700 Fax: 01420 479934 Mobile: 07836 664495 Email: ken.mcewen@btconnect.com</p>
<p><b>HA Marks Ltd</b> Mr T Crowe Corrib House, 33 Anerley Road, London SE19 2AS</p>	<p>Tel: 0208 659 6918 Fax: 0208 659 6025 Mobile (T Crowe) 07831 133123 Mobile (A Crowe) 07887 994991 E Mail: adrianc@hamarks.com</p>
<p><b>Barnwood Shopfitting</b> Mr John Noble Barnwood Road Gloucester GL4 3HT</p>	<p>Tel: 01452 614 124 Fax: 01452 372 933</p>
<p><b>Bryen &amp; Langley Limited</b> Mr Escudier 48-60 Footscray Road Eltham London SE9 2SU</p>	<p>Tel: 0208 331 2910 email: <a href="mailto:aescudier@bryen-langley.com">aescudier@bryen-langley.com</a></p>
<p><b>Enfield Building Services</b> Len Lucas 800 Hertford Road Enfield Middlesex EN3 6PY</p>	<p><i>Tel: 01992 764921</i></p>
<p><b>Gee Construction</b> Mr. M. Hull 10 Argent Court Sylvan Way Southfields Business Park Basildon. Essex SS15 6TG</p>	<p>Tel: 01268 541654 Fax: 01268 414964</p>
<p><b>Hadley Design Associates</b> 1 Christchurch Lane Hadley Green Barnet Herts EN5 4PL</p>	<p>Tel: 020 8441 0803 Fax: 020 8449 0752 Mobile: 0973 622883 (Stuart McClinton)</p>

<b>Killby &amp; Gayford Ltd</b> Mr John Coles 30 Radford Way Billericay Essex CM12 0DA	Tel: 01277 655921 Fax: 01277 727142 01277 630193
<b>Mansell Construction Services Ltd</b> Roman House G263 City Road London EC1V 1JX	Tel: 020 8654 8191 Fax: 020 8778 6989 Mr P Joyce (Reading) 0118 903 5500
<b>Mb Shopfitting Contracts Ltd</b> Mr. Mark Baker Unit 1 Winston Farm Hoe Lane Nazeing Essex EN9 2RJ	Tel: 01992 892978 Fax: 001992 890748  Email <a href="mailto:mbcont@aol.com">mbcont@aol.com</a>
<b>Russell Cawberry Limited</b> 31 The Broadway Cheam Surrey SM3 8BL	Tel: 020 8643 9521 Fax: 020 8643 9520
<b>Sale Point Ltd</b> Mr Bill Harper Amberley Way Hounslow Middlesex TW4 6BH	Tel: 020 8577 3080
<b>Tema Limited</b> Wellington Road London Colney Herts AL2 1EY	Tel 01727 822200 01727 824071 Fax 01727 822697 <a href="mailto:drawings@tema.ltd.uk">drawings@tema.ltd.uk</a>
<b>U S P Interstore</b> Mark Cannon Crossways Yard Nettleden Hemel Hempstead Herts HP1 3DQ	Tel: 01422 863 762 01422 871 096 Fax: 01422 877 140
<b>WARD Contracts Ltd</b> Ms Angela Jackson Unit 6, 76 Stephenson Way Formby Business Park Formby Merseyside L37 8EG	Tel 01704 833344 Fax 01704 833345
<b>Watts Construction</b> Mr Tony Varrall 102 Beacon Road Chatham Kent ME5 7BP	email <a href="mailto:sales@wclshopfitters.com">sales@wclshopfitters.com</a>
<b>W T Cuffe (Construction) Plc</b> 131 – 133 Red Lion Road Surbiton Surrey KT6 7RQ	Tel: 020 8397 3618 Fax: 020 8397 3628 Mob: 0850 358 629

## 10. APPENDIX C-1 SCHEDULE OF LISTED STATION BUILDINGS

<b>UNDERGROUND LINE</b>	<b>PROPERTY</b>	<b>LISTED STATUS GRADE</b>
Bakerloo	Kilburn Park	2
Bakerloo	Maida Vale	2
Bakerloo	Baker Street (Circle & Met)	2
Bakerloo	Piccadilly Circus	2
Central	Notting Hill Gate	2
Central	Bank (Bank of England)	1
Central	Barkingside	2
Central	Loughton	2
Central	Newbury Park	2
Circle	Farringdon	2
Circle	Moorgate	2
Circle	Baker Street (Circle & Met)	2
Circle	Great Portland Street	2
Circle	Notting Hill Gate	2
Circle	Gloucester Road	2
District	Acton Town	2
District	Bow Road	2
District	Ealing Common	2
District	Gloucester Road	2
District	Earl's Court	2
District	Fulham Broadway	2
District	Barons Court	2
District	Chiswick Park	2
Hammersmith & City	Bow Road	2
Hammersmith & City	Farringdon	2
Hammersmith & City	Moorgate	2
Hammersmith & City	Great Portland Street	2
Hammersmith & City	Baker Street	2
Jubilee	Baker Street	2

<b>UNDERGROUND LINE</b>	<b>PROPERTY</b>	<b>LISTED STATUS GRADE</b>
Metropolitan	Moorgate	2
Metropolitan	Rayners Lane	2
Metropolitan	Eastcote	2
Metropolitan	Farringdon	2
Metropolitan	Great Portland Street	2
Metropolitan	Baker Street	2
Metropolitan	Uxbridge	2
Northern	East Finchley	2
Northern	Moorgate	2
Northern	Bank (Bank of England)	1
Northern	Mornington Crescent	2
Northern	Kennington	2
Northern	Clapham Common	2
Northern	Clapham South	2
Northern	Balham	2
Northern	Tooting Bec	2
Northern	Tooting Broadway	2
Northern	Colliers Wood	2
Northern	South Wimbledon	2
Piccadilly	Acton Town	2
Piccadilly	Cockfosters	2
Piccadilly	Ealing Common	2
Piccadilly	Oakwood	2
Piccadilly	Southgate	2
Piccadilly	Arnos Grove	2
Piccadilly	Piccadilly Circus	2
Piccadilly	Gloucester Road	2
Piccadilly	Earl's Court	2
Piccadilly	Barons Court	2
Piccadilly	Park Royal	2
Piccadilly	Sudbury Town	2

<b>UNDERGROUND LINE</b>	<b>PROPERTY</b>	<b>LISTED STATUS GRADE</b>
Piccadilly	Uxbridge	2
Piccadilly	Osterley	2
Piccadilly	Northfields	2
Piccadilly	Turnpike Lane	2
Piccadilly	Rayners Lane	2
Piccadilly	Sudbury hill	2
Piccadilly	Eastcote	2
Piccadilly	Hounslow West	2
Piccadilly	Holloway Road	2

**APPENDIX C-2 SCHEDULE OF LUL LOCALLY LISTED BUILDINGS**

<b>UNDERGROUND LINE</b>	<b>PROPERTY</b>	<b>BOROUGH</b>
District	Plaistow Station	Newham
District	Upton Park Station	Newham
District	Upminster	Havering
Metropolitan	Ruislip	Hillingdon
Metropolitan	Ruislip Manor Station	Hillingdon
Northern	Mill Hill East Station	Barnet
Northern	West Finchley	Barnet
Northern	Woodside Park Station	Barnet
Northern	412 Archway Road - part of Morden Station	Merton
Northern	Morden Station	Merton
Piccadilly	Bounds Green Station	Haringey
Piccadilly	Wood Green Station	Haringey
Victoria	Walthamstow Central	Waltham Forest

**11. APPENDIX D LIST OF STATIONS INCLUDING SUB SURFACE STATUS**

Station	Sub Surface	Train line
Acton Town	No	District Piccadilly
Aldgate	Yes	Circle Metropolitan
Aldgate East	Yes	District Hammersmith & City
Alperton	No	Piccadilly
Amersham	No	Metropolitan Chiltern
Angel	Yes	Northern
Archway	Yes	Northern
Arnos Grove	No	Piccadilly
Arsenal	Yes	Piccadilly
Baker Street	Yes	Metropolitan Circle Hammersmith & City Jubilee Bakerloo
Balham	Yes	Northern
Bank! Monument	Yes	Circle District Northern Central Waterloo & City DLR
Barbican	No	Circle Hammersmith & City Metropolitan Thameslink
Barkingside	No	Central
Barons Court	No	District Piccadilly
Bayswater	Yes	District Circle
Becontree	No	District
Belsize Park	Yes	Northern
Bermondsey	Yes	Jubilee
Bethnal Green	Yes	Central
Blackfriars	Yes	Circle District
Blackhorse Road	Yes	Victoria
Bond Street	Yes	Central Jubilee
Borough	Yes	Northern
Boston Manor	No	Piccadilly
Bounds Green	Yes	Piccadilly
Bow Road	Yes	District Hammersmith & City
Brent Cross	No	Northern
Brixton	Yes	Victoria
Bromley- by-Bow	No	District Hammersmith & City
Buckhurst Hill	No	Central
Burnt Oak	No	Northern
Caledonian Road	Yes	Piccadilly
Camden Town	Yes	Northern
Canada Water	Yes	Jubilee

Station	Sub Surface	Train line
		East London
Canary Wharf	Yes	Jubilee
Canning Town	No	Silverlink DLR/SDL Jubilee
Cannon Street	Yes	Circle District
Canons Park	No	Jubilee
Chalfont & Latimer	No	Metropolitan Chiltern
Chalk Farm	Yes	Northern
Chancery Lane	Yes	Central
Charing Cross	Yes	Bakerloo Jubilee Northern
Chesham	No	Metropolitan
Chigwell	No	Central
Chiswick Park	No	District
Chorleywood	No	Metropolitan Chiltern
Clapham Common	Yes	Northern
Clapham North	Yes	Northern
Clapham South	Yes	Northern
Cockfosters	No	Piccadilly
Colindale	No	Northern
Colliers Wood	Yes	Northern
Covent Garden	Yes	Piccadilly
Croxley	No	Metropolitan
Dagenham East	No	District
Dagenham	No	District
Heathway		
Dibden	No	Central
Dollis Hill	No	Jubilee
Ealing Broadway	No	Central District
Ealing Common	No	District Piccadilly
Earl's Court	Yes	District Piccadilly
East Acton	No	Central
East Finchley	No	Northern
East Ham	No	District Hammersmith & City
East Putney	No	District SWT non-stopping
Eastcote	No	Metropolitan Piccadilly
Edgware	No	Northern
Edgware Road	No	Circle Hammersmith & City District
Edgware Road	Yes	Bakerloo
Elephant & Castle	Yes	Northern Bakerloo
Elm Park	No	District
Embankment	Yes	Circle District Northern Bakerloo
Epping	No	Central
Euston	Yes	Northern

Station	Sub Surface	Train line
		Victoria
Euston Square	Yes	Circle Metropolitan Hammersmith & City
Fairlop	No	Central
Farringdon	No	Circle Metropolitan Hammersmith & City Thameslink
Finchley Central	No	Northern
Finchley Road	No	Metropolitan Jubilee
Finsbury Park	Yes	Piccadilly Victoria
Fulham Broadway	Yes	District
Gants Hill	Yes	Central
Gloucester Road	Yes	District Circle Piccadilly
Golders Green	No	Northern
Goldhawk Road	No	Hammersmith & City
Goodge Street	Yes	Northern
Grange Hill	No	Central
Great Portland Street	Yes	Circle Metropolitan Hammersmith & City
Green Park	Yes	Piccadilly Victoria Jubilee
Greenford	No	Central Thames
Hainault	No	Central
Hammersmith (District)	No	District Piccadilly
Hammersmith (Hammersmith & City)	No	Hammersmith & City
Hampstead	Yes	Northern
Hanger Lane	No	Central
Harrow-on-the-Hill	No	Metropolitan Chiltern
Hatton Cross	Yes	Piccadilly
Heathrow Terminal 4	Yes	Piccadilly
Heathrow Terminals 1,2,3	Yes	Piccadilly
Hendon Central	No	Northern
High Barnet	No	Northern
High Street Kensington	No	Circle District
Highbury & Islington	Yes	Victoria WAGNR Silverlink
Highgate	Yes	Northern
Hillingdon	No	Metropolitan Piccadilly
Holborn	Yes	Central Piccadilly
Holland Park	Yes	Central
Holloway Road	Yes	Piccadilly
Hornchurch	No	District
Hounslow Central	No	Piccadilly

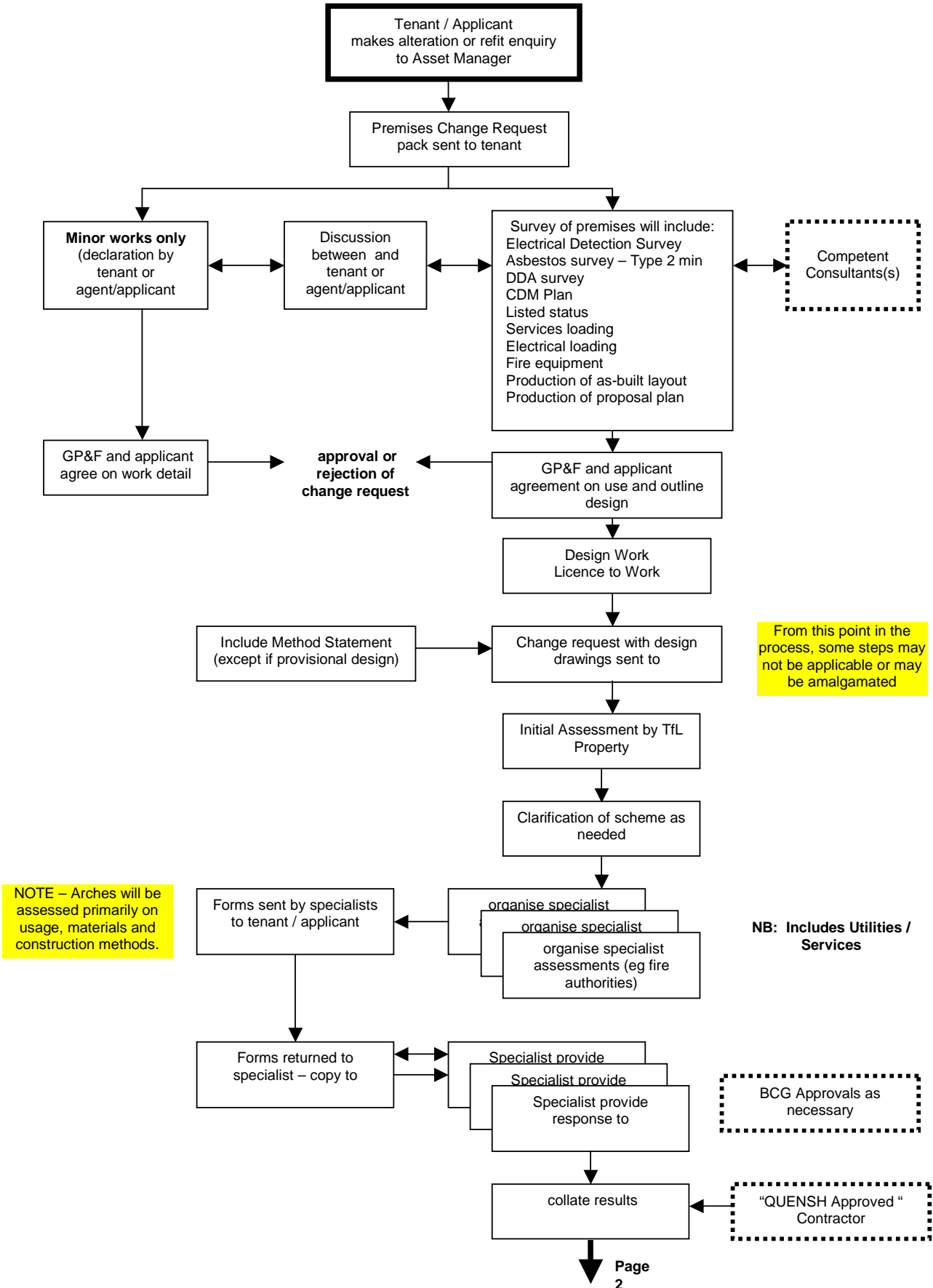
Station	Sub Surface	Train line
Hounslow East	No	
Hounslow West	Yes	Piccadilly
Hyde Park Corner	Yes	Piccadilly
Ickenham	No	Metropolitan Piccadilly
Kennington	Yes	Northern
Kentish Town	Yes	Northern
Kilburn	No	Jubilee
Kilburn Park	Yes	Bakerloo
King's Cross St. Pancras	Yes	Circle Metropolitan Hammersmith & City Victoria Piccadilly Northern
Kingsbury	No	Jubilee
Knightsbridge	Yes	Piccadilly
Ladbroke Grove	No	Hammersmith & City
Lambeth North	Yes	Bakerloo
Lancaster Gate	Yes	Central
Latimer Road	No	Hammersmith & City
Leicester Square	Yes	Piccadilly Northern
Levton	No	Central
Levtonstone	No	Central
Liverpool Street	Yes	Circle Metropolitan Hammersmith & City Central
London Bridge	Yes	Northern Jubilee
Loughton	No	Central
Maida Vale	Yes	Bakerloo
Manor House	Yes	Piccadilly
Mansion House	Yes	Circle District
Marble Arch	Yes	Central
Marylebone	Yes	Bakerloo
Mile End	Yes	Central District Hammersmith & City
Mill Hill East	No	Northern
Moor Park	No	Metropolitan Chiltern
Moorgate	Yes	Circle Metropolitan Hammersmith & City Northern Thameslink WAGNR
Morden	No	Northern
Mornington Crescent	Yes	Northern
Neasden	No	Metropolitan Jubilee
Newbury Park	No	Central
North Acton	No	Central
North Ealing	No	Piccadilly
North Greenwich	Yes	Jubilee
North Harrow	No	Metropolitan
Northfields	No	Piccadilly

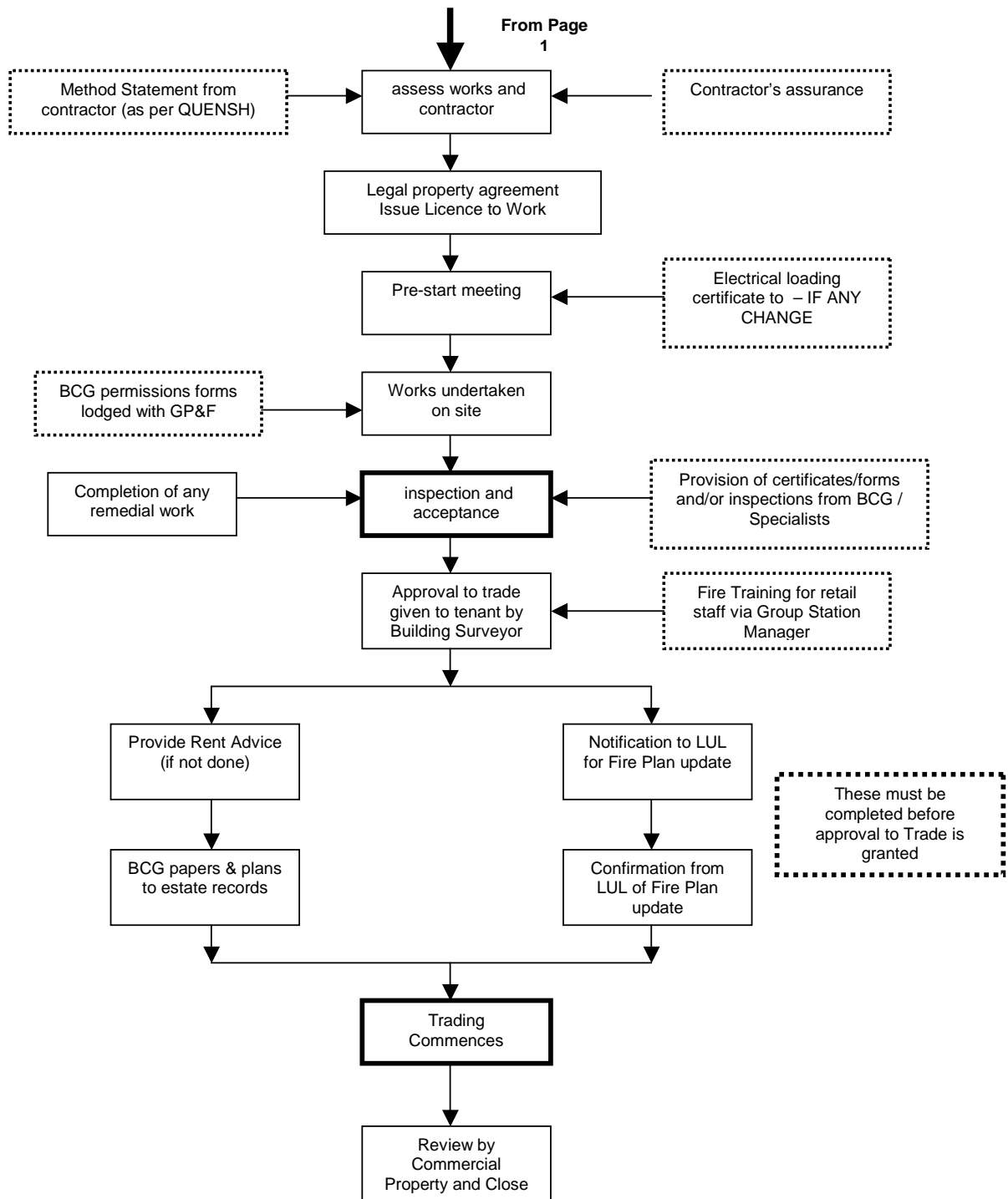
Station	Sub Surface	Train line
Northolt	No	Central
Northwick Park	No	Metropolitan
Northwood	No	Metropolitan
Northwood Hills	No	Metropolitan
Notting Hill Gate	Yes	Circle District Central
Oakwood	No	Piccadilly
Old Street	Yes	Northern WAGNR
Osterley	No	Piccadilly
Oval	Yes	Northern
Oxford Circus	Yes	Central Victoria Bakerloo
Paddington (Praed Street)	Yes	Circle District Bakerloo
Paddington (suburban)	No	Hammersmith & City
Park Royal	No	Piccadilly
Parsons Green	No	District
Perivale	No	Central
Piccadilly Circus	Yes	Bakerloo Piccadilly
Pimlico	Yes	Victoria
Pinner	No	Metropolitan
Plaiestow	No	District Hammersmith & City
Preston Road	No	Metropolitan
Putney Bridge	No	District
Queensburv	No	Jubilee
Queenswaw	Yes	Central
Ravenscourt Park	No	District Piccadilly
Rayners Lane	No	Metropolitan Piccadilly
Redbridge	Yes	Central
Regent's Park	Yes	Bakerloo
Rickmansworth	No	Metropolitan Chiltern
Roding Valley	No	Central
Rotherhithe	Yes	East London
Royal Oak	No	Hammersmith & City
Ruislip	No	Metropolitan Piccadilly
Ruislip Gardens	No	Central
Ruislip Manor	No	Metropolitan Piccadilly
Russell Square	Yes	Piccadilly
Seven Sisters	Yes	WAGNR Victoria
Shadwell	Yes	East London
Shepherd's Bush	No	Hammersmith & City
Shepherd's Bush (Green)	Yes	Central
Shored itch	No	East London
Sloane Square	No	Circle District
Snaresbrook	No	Central

Station	Sub Surface	Train line
Southwark	Yes	Jubilee
South Ealing	No	Piccadilly
South Harrow	No	Piccadilly
South Kensington	Yes	Circle District Piccadilly
South Ruislip	No	Central
South Wimbledon	Yes	Northern
South Woodford	No	Central
Southfields	No	District SWT non-stopping
Southgate	Yes	Piccadilly
St. James's Park	Yes	Circle District
St. Johns Wood	Yes	Jubilee
St. Paul's	Yes	Central
Stamford Brook	No	Piccadilly only District
Stanmore	No	Jubilee
Stepney Green	Yes	District Hammersmith & City
Stockwell	Yes	Victoria Northern
Stratford	No	Central Jubilee DLR/SDL Silverlink C2C FGE WAGNR
Sudbury Hill	No	Piccadilly
Sudbury Town	No	Piccadilly
Surrey Quays	No	East London
Swiss Cottage	Yes	Jubilee
Temple	Yes	Circle District
Theydon Bois	No	Central
Tooting Bec	Yes	Northern
Tooting Broadway	Yes	Northern
Tottenham Court Road	Yes	Central Northern
Tottenham Hale	Yes	Victoria WAGNR
Totteridge & Whetstone	No	Northern
Tower Hill	Yes	Circle District
Tufnell Park	Yes	Northern
Turnham Green	No	District Piccadilly
Turnpike Lane	Yes	Piccadilly
Upminster	No	District
Upney	No	District
Upton Park	No	District Hammersmith & City
Uxbridge	No	Metropolitan Piccadilly

<b>Station</b>	<b>Sub Surface</b>	<b>Train line</b>
Vauxhall	Yes	Victoria
Victoria	Yes	Circle District Victoria
Walthamstow Central	Yes	Victoria
Wanstead	Yes	Central
Wapping	Yes	East London
Warren Street	Yes	Northern Victoria
Warwick Avenue	Yes	Bakerloo
Waterloo	Yes	Northern Bakerloo Jubilee Waterloo & City
Watford	No	Metropolitan
Wembley Park	No	Metropolitan Jubilee
West Acton	No	Central
West Brompton	No	District
West Finchley	No	Northern
West Ham	No	District Hammersmith & City Silverlink Jubilee C2C Rail
West Hampstead	No	Jubilee
West Harrow	No	Metropolitan
West Kensington	No	District
West Ruislip	No	Central
Westbourne Park	No	Hammersmith & City
Westminster	Yes	Circle District Jubilee
White City	No	Central
Whitechapel	No	Hammersmith & City District East London
Willesden Green	No	Metropolitan Jubilee
Wimbledon Park	No	District SWT non-stopping SWT
Wood Green	Yes	Piccadilly
Woodford	No	Central
Woodside Park	No	Northern

## 12. APPENDIX E LUL PREMISES CHANGE PROCESS DIAGRAM





### 13. APPENDIX F POINTS OF CONTACT

TfL Property General Enquiries	020 7918 3097
LU Safety Induction Courses plus other training queries	020 7918 4969
TfL Property Building Surveyor (this office provides approvals advice)	020 7918 3371
TfL Property Listed Building advice	020 7918 3074

First point of contact: General Enquiries 020 7918 3097  
Main point of contact is the Building Surveyor allocated to the particular station which can be found from General Enquiries



## LUL Premises Change Request

*These 4 pages may be printed on folded A3 paper to provide a single application form*

<b>1. Location of proposed Works</b>			
Station	Address of Unit		
Unit No.	Unit Name		
<b>2. Applicant's Details</b>			
Name			
Company			
Address			
Contact		Signed: Date	
Tel/Fax		Email	
Project Title (if available)			
<b>3. Proposed designer / contractor</b>			
Name			
Company			
Address			
Tel/Fax		Email	
<b>4. Brief description of Works proposed</b>			
Provisional start date:		Provisional completion date:	

**All applicants are requested to complete Part A**

**Part A (Minor Works)**

Tick either NO or YES for each question.

Question:	NO	YES	Comments or explanation
Type 2/3 Asbestos Survey Completed			
Do you intend to:			
Re-lay the floor ?			
Replace the ceiling?			
Change or renew any door?			
Change the type of lighting (eg fluorescent tubes to low voltage spots)			
Increase the overall electrical power usage (for cooler, cooker, polisher, kettle etc)?			
Rewire any power sockets?			
Add electrical shop sign?			
Change the water supply or drains?			
Change the fire protection (alarms, extinguishers etc)			
Change to the use of the premises (eg a sports shop to a burger bar). For minor change explain in comments column			

**If any answer above is YES, Part B will need to be completed by a competent surveyor on behalf of the tenant in addition to part A**

**Part B (Survey data)**

Tick either NO or YES for each question. *Grey areas for TfL Property use*

Ref	Question:	NO	YES	If YES - Supporting Information Required	Specialist assessment required	Close Initials
1	Is any demolition work planned? Including stud partitions etc.			Plans showing location		
2	Are any structural alterations or new building Works proposed?			Plans and structural calculations		
3	Is any heavy plant or equipment to be installed?			Plans, specification and structural calculations		
4	Is the internal layout to be altered?			Plans showing both existing and proposed layouts		
5	Are any entrances/exits to be altered?			Plans showing both existing and proposed layouts		
6	Is any work proposed to the existing drainage system?			Plans showing location and calculations if appropriate		
7	Are any alterations to the existing heating or heat producing appliances proposed?			Existing and proposed layouts		
8	Is any work proposed to the cold or hot water supplies?			Plans showing existing and proposed layouts		
9	Is any work proposed to the existing electrical installation?			Full specification and existing and proposed layout		
10	Will any Works or installation take place which are likely to affect the power supply, loading or usage?			Full specification and existing and proposed layouts plus details of levels of changes.		
12	Does the unit have/require: a. Heating, b. Ventilation, c. Extraction b. Air Conditioning			Details to include type, position, plans & ducting requirements. If "no change" please state this		
13	Are any changes to the floor level or floor coverings proposed - i.e. ramps, etc.?			Details and Specification		
14	Are any changes to the internal finishes proposed?			Details and Specification		
15	Are any disabled facilities or disabled access facilities to be installed?			Compliance with DDA		
16	As part of any work will there be temporary hoardings, extra power demand, materials storage or impact on fire protection systems			Details		

17	Is a Planning Supervisor required (to meet CDM regulations for major Works)?			Provide Name, Company, Address, Tel, EMAIL details below		
18	Does the proposal constitute a change of use of the premises?			Details of previous and new use		
19	Will flammable materials (including food and books and clothes) be held in the premises?			Estimates of product types and quantities on site at peak time		
20	Is any work proposed to the facade or exterior of the premises?			Existing and proposed elevation drawings		
21	Is any new signage to be erected or alterations to existing signage proposed?			Existing and proposed elevation drawings		
22	Is any external illumination proposed? a. High Voltage b. Fluorescent			Existing and proposed elevation drawings		
23	Will any part of the proposal require Listed Buildings, Conservation Areas consent or Planning Permission?			Details		
24	Will the proposals affect pedestrian flows/crowd control at the station during construction?			Provide details		
25	Is there likely to be any change to fire detection, alarms or fire protection arrangements? This includes airflow change, partitions, doors etc			Any change at all to be detailed		
26	Do fire detection, warning and protection systems meet LUL (or other appropriate) requirements?			Details required if situation is uncertain only		
27	Fire fighting equipment present in the unit			Type of Extinguishers, Size, Make Owner, Maintainer		
28	Has a Type 2 Asbestos survey been completed					

**5. Attachments – please list below (or tick existing list) and include items of equipment.**

Details of Electrical Detections Surveys		
Key plan locating the proposed site within the station.		Building services (especially electricity) layouts/schematics 1:100/1:50
Existing site layout plan 1:100/1:50		Section drawings through the proposed Works 1:50/1:20
Proposed site layout plan 1:100/1:50		Distribution Board layouts
Materials list		
Furniture and equipment lists		
Construction details (usually drawings)		
Electrical Diversity Calculations		
Method Statement for the fit out work (to be supplied prior to the pre-start fit out meeting)		
Asbestos Survey Report Type 2/3		

**6.13 Declaration**

I hereby apply to proceed with the Works described above. I certify that, to the best of my knowledge:

1. The information I have provided with this form is correct. I understand that if all or part of our proposals alter, I will notify TfL Property and gain approval before implementing any changes on site.
2. All reasonable professional skill and care has been used in preparing the design or other detail that is provided or attached with this application.
3. The staff who have carried out the design and all associated calculations are suitably qualified and competent to carry out their respective duties.
4. All calculations and designs have been checked by a person suitably qualified and competent to do so.

To be signed by the tenant or approved representative.

Signed .....Date.....

Name ..... Title .....

Professional Qualifications .....

**The Method Statement covering all work to be undertaken, and complying with LUL QUENSH format/content requirements, need not be included as part of this application but is required to be**

**submitted at least 10 working days before the pre-start meeting. Refer to contractor information and training pack.**

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-----This page for TfL Property use -----

<i>CRITICAL FACTORS</i>	<i>NOT APPLICABLE</i>	<i>APPLIES</i>	<i>ACCEPTABLE / NOT ACCEPTABLE</i>
<i>Listed Building Consent</i>			
<i>Sub Surface requirements</i>			
<i>Contractors declaration</i>			
<i>Method Statement</i>			
<i>Asbestos Survey Type 2/3</i>			
<i>Permit to Work Required</i>			

<b>Preliminary responses from TfL Property to tenant or tenants agent</b>	<b>Comments (relating to TfL Property and/or specialist assessments).</b>
<p>Additional assessment <b>is / is not</b> required by specialists identified in the grey columns of pages 2 &amp; 3. Relevant authorities may contact you directly and/or request information or provide further forms for completion before they can complete the assessment (for example the local fire authority)</p>	
<p><b>You do / do not</b> need to apply separately to (.....)</p> <p>for (.....) approval</p>	
<p>TfL Property <b>is / is not / is conditionally</b> satisfied with this application and has no objection to work proceeding.</p> <p>Building Surveyor:</p>	

<b>Response from TfL Property to tenant or tenants agent following changes to the original application dated:</b>	<b>Comments relating to revised change request</b>
<p>Change(s)                      Date:</p>	
<p><b>TfL Property</b> <b>(1) has no objection to work proceeding on condition:</b></p> <p><b>(2) rejects this application:</b></p> <p>Building Surveyor:</p>	<p><b>Date of pre-start meeting:</b></p> <p><b>All relevant groups informed:</b></p>

<i>This copy forwarded to</i>	<i>Date out</i>	<i>Date return</i>
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## LUL APPROVAL TO TRADE (SITE LOG)

*This sheet (log) is to be kept on display in the premises from the time of the pre-start meeting until TfL Property have authorised the tenant to trade. Loss of this form will delay approval, cause Works on site to be suspended and may incur additional cost.*

Milestones	Not Applicable	Applicable	Name and Signature Contractor SPC	Name and Signature TfL Property – Building Surveyor
Design is approved in principle				
Contractor approved by TfL Property				
Contractor Declaration accepted by TfL Property				
Listed Building Consent granted				
Electrical loading assessed and acceptable				
Legal transaction between TfL Property and tenant complete				
Pre-start meeting held and station Works plan booked				
Work plan / Method Statement: No TfL Property objections to proceed			<i>No work may start unless this and all aspects above are signed</i>	
Electrical Test certificate produced				
Fire Alarm test certificate produced				
Fire extinguishers provided and adequate				
Drainage test certificate available				
Water test certificate available				
Station Fire Plans Approved & Amended including Fire Risk Assessment				
Fire Suppression Systems/Alarms Approved				
Type 2 Asbestos Survey				
Tenant (sales) staff all trained by LUL				
Authority to Trade granted by TfL Property				<i>Date:</i>
Conditions if any:				